



Kapasiwin Bungalows, located in beautiful Prince Albert National Park, is seeking a contract general manager to take on the operational oversight of this well-known and well regarded Waskesiu business. The position is ideally suited to an active, retired or semi-retired couple, with a passion for people, the appreciation for a spectacular natural environment and a desire to play a role in re-imagining and the re-development of the iconic Kapasiwin Bungalows.

The successful candidate will understand that the skills for this position are broad and general in nature and that they will be responsible for the overall resort operation and administration of Kapasiwin Bungalows. Kapasiwin has historically operated as a seasonal “bungalow camp” to serve visitors to Prince Albert National Park. Kapasiwin has a long standing, loyal customer base, many of whom desire long stays at Waskesiu. Kapasiwin has initiated re-development and currently has a phased plan (Phase 1 underway) to re-build the resort and to provide 4 season accommodations.

Duties include, but are not limited to:

- Sourcing seasonal staff for the busiest months of May thru October
- Staff management, including oversight of staff accommodation needs
- Payroll administration
- Staff scheduling
- Spring opening of the resort
- Taking booking reservations resulting from telephone inquiries or email inquiries for reservations not made through Kapasiwin’s online reservation software
- Overseeing all financial transactions including daily bookkeeping, reservation deposits issuing customer receipts, accounts receivable, and accounts payable
- Familiarity with and being unafraid of computer systems; technology in place to facilitate guest management (bookings, payments, etc.)
- Daily ongoing management of customer relations and correspondence
- Oversight of rental accommodation cleaning, preparation and required maintenance repairs of cabins on guest change-over days
- Yard and equipment maintenance including lawn care, assets provided for guest enjoyment (canoes, paddle boats, etc.)
- Communicating with Parks Canada townsite management on an as need basis with regard to provision of services such as vacuum truck for septic tank maintenance, road grading, removal of trees, etc.,
- Organization and maintenance of decorative flower pots (annuals), operational oversight of laundry services and guest requests

- Oversight of Kapasiwin recreational assets provided for the use and enjoyment of Kapasiwin guests

The successful candidate will be responsible for their own reporting and remittances required by Canada Revenue Agency.

Kapasiwin provides a cell phone for related business use, a manager vehicle for use at resort and surrounding area as well as on site accommodations which include paid utilities, satellite television and internet.

An annual operating budget is provided by Kapasiwin ownership. Performance bonus available based upon overall business performance.

There is an absolute requirement to be a motivated self starter and problem solver. The old school “super-power” of being able to problem solve and deploy common sense solutions on real time operating basis will be considered a significant asset.

For the 2018 operating season Kapasiwin expects to have a blend of new and legacy rental accommodations. Legacy bungalow cabins involve a higher degree of time and attention as the resort transitions to new, more modern facilities. The successful applicant will play an important and material role in seeing Kapasiwin evolving to the premier Waskesiu destination.

Remuneration commensurate with experience and qualifications. Please provide reference contact information in conjunction with your application.

All inquiries and applications directed to:

[info@kapasiwin.com](mailto:info@kapasiwin.com)

Job Type: Seasonal May thru October 2019

## **Housekeeping Attendant**

Kapasiwin Bungalows ( [Kapasiwin.com](http://Kapasiwin.com) ) is a seasonal resort consisting of studio, one and two bedroom cabins. Located in Waskesiu Lake, Sk. Prince Albert National Park. An exceptional guest experience begins even before check-in and extends throughout every stay. As a Housekeeping attendant, the organizational support you provide to the Housekeeping team will ensure our cabins are well equipped and welcoming – and our guests feel valued.

### **Summary of Responsibilities:**

Reporting to Resort Manager, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Ensure Housekeeping departmental standards are followed
- Ensure guest rooms are prepared efficiently: Making beds, changing sheets and towels
- Cleaning washroom facilities including toilets, bathtubs, sinks, mirrors, floors, bathroom fixtures and others as assigned
- Maintain inventory in the Housekeeping closets
- Respond timely to guests' special requests for miscellaneous items
- Collect dirty linen, garbage and recyclables from Room Attendants' carts and closets
- Follow departmental policies and procedures
- Report necessary maintenance items
- Follow all safety and sanitation policies
- Hours are based on Occupancy

### **Qualifications:**

- Previous Housekeeping experience an asset
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team with minimum supervision
- Ability to focus attention on guest needs, remaining calm and courteous at all times
- Must be a team player with a positive attitude.
- Attention to detail required.
- Physical fitness will be an asset as the job requires a lot of bending and repetitive tasks.
- Must be willing to be open to changes and able to work independently with little supervision.
- Trustworthy and open communication

**Resort Overview:** Embrace your passion for hiking, biking, many other outdoor activities Prince Albert National Park offers. To live and work in a National Park is a once in a lifetime opportunity. Our team is a network of empowered individuals with a strong sense of themselves and the hospitality industry. Work hard, play hard and receive extraordinary benefits including subsidized onsite accommodations, which make saving money very easy.

Must be legally eligible to work in Canada.

Please send resume to [info@kapasiwin.com](mailto:info@kapasiwin.com)